



CHRIS CHRISTIE
Governor

State of New Jersey
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DEPARTMENT OF LAW AND PUBLIC SAFETY
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August 31, 2015
NOTICE OF JOB VACANCY
#15-177

A non-competitive opportunity currently exists in the classified service within the Department of Law and Public Safety, Juvenile Justice Commission, Fiscal and Budget, for applicants who meet the requirements specified below:

TITLE: Analyst Trainee

SALARY: \$41,230.15 - \$43,094.21

LOCATION: Juvenile Justice Commission
1001 Spruce Street, Suite 202
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of a supervisor in the Juvenile Justice Commission's Fiscal and Budget office, as a trainee and productive worker, will receive on the job training in accounts payable, budgeting, appropriations, procurement, fiscal operations, third party service contracts and grants practices/procedures and their applications; will learn the State of New Jersey electronic financial systems; completes assignments which will provide practical analytic experience.

REQUIREMENTS

EXPERIENCE: Graduation from an accredited college or university with a Bachelor's degree.

SPECIAL NOTE: Finance, Accounting, Economics or Business Management degrees preferred.

ADVANCEMENT: Appointees who successfully complete the 12 month trainee period will be eligible for advancement to one of the following titles under Civil Service Commission procedures: Fiscal Analyst; Operations Analyst; Procedures Analyst; Administrative Analyst 4; Examiner 1, Credentials; Property Management Services Specialist 1, or another title designated appropriate by the Civil Service Commission.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

If you possess the required education and are interested in the above position, please send a cover letter (including job vacancy number) and current resume before the closing date of September 14, 2015:

*Juvenile Justice Commission
Office of Human Resources
Recruitment Officer
P.O. Box 107
Trenton, NJ 08625-0107
or email to: jjcrecruitment@jjc.nj.gov*

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

